

**MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY MEETING
AND INFORMATIONAL MEETING HELD IN THE DAVID W. HANSELMAN
MUNICIPAL BUILDING ON THURSDAY, JUNE 25, 2020 AT 4:00 PM**

I. Call to Order

The Downtown Development Authority Meeting was called to order by Chairman McCandliss (Virtually) at 4:01 p.m.

II. Pledge of Allegiance

Mr. McCandliss led the pledge of allegiance.

III. Roll Call

The following members were present: Mr. Glenn McCandliss (Virtual), Ms. Jessica Hite (Virtual), Mr. David Czapski, Ms. Jan Ornsten, Mr. Russell Haney and Mr. John Motyka. Also present were Councilman Aaron Delitka (Ex-Official) and Dennis Champine, City Manager/Clerk & DDA Director. Mayor Robert Binson was absent and excused. A quorum is present.

IV. Adoption of Agenda

MOTION by Mr. Haney to approve adoption of the agenda as presented, supported by Ms. Ornsten.

AYES: ALL

MOTION CARRIED

V. Approval of Minutes from February 27, 2020 Meeting

MOTION by Ms. Ornsten, supported by Mr. Motyka to approve the minutes from the February 27, 2020 meeting.

AYES: ALL

MOTION CARRIED

VI. Public Comments

a. None

VII. Treasury Report

a. Mr. Champine reported that the DDA fund has a balance of \$409,737.16.

MOTION by Mr. Haney, supported by Mr. Motyka to accept the Treasury

Report as presented.

AYES: ALL

MOTIION CARRIED

VIII. Board Actions

- a. CONSIDERATION OF GREEN INFRASTRUCTURE PARKING LOT BID APPROVAL AND CONTRACT ACCEPTANCE – Mr. Champine reminded the DDA Board of Directors of the September 22, 2016 commitment of \$72,000.00 towards the Michigan Department of Environment, Great Lakes, and Energy (formally DEQ) 319 Grant which was to be used to construct a Green Infrastructure parking lot at the existing DDA parking lot location. After several delays, solicitation of bids, the DDA Director is presenting Hutch Paving, Inc. as the contractor selected for being the lowest, qualified bidder in the amount of \$214,249.75.

MOTION by Mr. Haney, supported by Mr. Czapski to accept the bids as presented for the GI Parking Lot Improvement project, and approve the proposed contract to complete the work with Hutch Paving, Inc in the amount not to exceed \$214,249.75.

AYES: ALL

MOTIION CARRIED

- b. CONSIDERATION OF DEMOLITION – 7576 STANDARD AVE. – CONTRACT APPROVAL – RJ HOFFMAN – Mr. Champine reported that after the DDA Board authorize him to solicit demolition bids for 7576 Standard Ave. (DDA Rental Property), he has received three (3) bids for that project. The lowest, qualified bid, was received from RJ Hoffman Management, Inc. in the amount of \$10,446.00. Therefore, the DDA Director recommended RJ Hoffman Management, Inc. to demolish 7576 Standard Ave. in the amount not to exceed \$10,446.00.

MOTION by Mr. Czapski, supported by Mr. Motyka to accept the bids as presented for the demolition of 7576 Standard Ave., and approve the proposed contract to complete the work with RJ Hoffman Management, Inc. in the amount not to exceed \$10,446.00.

AYES: ALL

MOTIION CARRIED

- c. CONSIDERATION OF SPONSORSHIP FOR CITY SPONSORED BUSINESS RESOURCE BREAKFAST – Mr. Champine indicated that in an effort to increase business activity in the City of Center Line, the Economic Development Director, Collin Mays has developed a Business Resource Breakfast for the purpose of bringing together various small business resources from Macomb County and the State of Michigan to assist business owners in surviving the impacts of the current public health crisis, and providing additional tools to improve,

expand or establish businesses in the city. Mr. Champine requested that the DDA Board approve his request for sponsorship for the Business Resource Breakfast in the amount of \$1,000.00

MOTION by Ms. Ornsten, supported by Mr. Czapski to approve sponsorship of the Business Resource Breakfast in the amount not to exceed \$1,000.00.

AYES: ALL

MOTIION CARRIED

- d. CONSIDERATION OF FUNDING CREATIVE PLACEMAKING COHORT PROGRAM – Mr. Champine reported that the success of the hiring of an Economic Development Director (EDD) depends greatly on that person’s efforts to gain affordable training and education. The Creative Placemaking Cohort Program is one such training opportunity. Mr. Champine suggested that each time Mr. Mays (EDD) obtains education and training, the DDA benefits greatly. Mr. Champine recommended that the DDA Board authorize him to issue a \$1,000.00 payment to the Creative Placemaking Cohort Program so that Mr. Mays may attend the program.

MOTION by Mr. Czapski, supported by Ms. Ornsten to authorize the DDA Director to issue a \$1,000.00 payment for the purpose of allowing Mr. Mays to attend the Creative Placemaking Cohort Program.

AYES: ALL

MOTIION CARRIED

- e. AFFIRMATION OF EMAIL VOTE – CONSIDERATION OF FAÇADE/EXTERIOR IMPROVEMENT GRANT PAYMENT – TEROMA INC. – 24436 VAN DYKE AVE. – Mr. Champine reminded DDA Board members that an email vote regarding this request was made and required an affirmation of the request made by the owner of Teroma Inc., 24436 Van Dyke, Center Line, MI 48015, to be reimbursed for expenditures on a previously approved Façade/Exterior Improvement Grant in the amount not to exceed 50% or \$2,540.50 for the improvement of exterior awning and lighting.

MOTION by Ms. Hite, supported by Ms. Ornsten to authorize the DDA Director to issue payment in the amount not to exceed \$2,540.50 for the exterior awning and lighting improvements made by Teroma, Inc. located at 24436 Van Dyke Ave.

AYES: ALL

MOTIION CARRIED

- f. CONSIDERATION TO APPROVE FAÇADE/EXTERIOR IMPROVEMENT GRANTS – SANDBAGGERS SPORTS BAR – 25615

VAN DYKE AVE.

- i. EXTERIOR AWNING – Mr. Champine presented the application submitted by Mr. David Czapski for an exterior awning improvement in the amount not to exceed 50% of project cost or \$750.00, whichever is less.

MOTION by Ms. Ornsten, supported by Mr. Motyka to approve the Façade/Exterior Grant application submitted by Mr. David Czapski, Sandbaggers Sports Bar, 25615 Van Dyke Avenue, Center Line, MI 48015 in the amount not to exceed 50% of project cost or \$750.00 whichever is less. Mr. Czapski abstained.

AYES: ALL

MOTIION CARRIED

- ii. PARKING LOT IMPROVEMENT – Mr. Champine presented the application submitted by Mr. David Czapski for parking lot improvement in the amount not to exceed 50% of project cost or \$3,350.00, whichever is less.

MOTION by Mr. Motyka, supported by Mr. Haney to approve the Façade/Exterior Grant application submitted by Mr. David Czapski, Sandbaggers Sports Bar, 25615 Van Dyke Avenue, Center Line, MI 48015 in the amount not to exceed 50% of project cost or \$3,350.00 whichever is less. Mr. Czapski abstained.

AYES: ALL

MOTIION CARRIED

IX. Old Business

- a. None

XI. New Business

a. CENTER LINE PARK TOWER INVESTMENT – Mr. Champine reported that the owners of the Center Line Park Tower is planning an approximate \$15 million investment at that location. The investment shall include unit updates, elevators, exterior improvements and signage. New signage that will be done consistent with the city’s gateway signage will be constructed at no cost to the city or the DDA. LED signs will be included on the 10 Mile Road and Van Dyke Avenue sides of the three-sided sign constructed with field stone and granite. The signage will be incorporated into a “pocket park” that will allow pedestrians and bicyclist alike with drinking fountains for both people and dogs; a bicycle repair station; flower gardens and textures cement surfaces; and an electric vehicle charging station.

b. CATTLEMAN’S INVESTMENT – Mr. Champine reported that this

business investment is moving forward with an October 2020 opening planned.

XII. Economic Development Update – Collin Mays

Mr. Mays was unavailable to attend the meeting.

XIII. Chairman Comments

None

XI. Board Comments

None.

XII. Directors Report

None

XIII. Adjournment

MOTION by Ms. Ornsten, supported by Mr. Motyka to adjourn the Regular Downtown Development Authority meeting.

AYES: ALL

MOTION CARRIED

Meeting adjourned at 5:40 p.m.

Dennis Champine
DDA Director